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16 January 1953

MEMORANDUM FOR: DEPUTY DIRECTOR (ADMINISTRATION)

SUBJECT : Weekly Activities Report for Week Ending 16 January 1953

1. Transportation Division

25X1A5a1

a. Shipment of Household Goods from Washington

25X1A5a1

A commitment has been received from [REDACTED] that they will accomplish packing of household goods and personal effects for export shipments within a fifteen day period after receipt. This commitment will relieve one of the annoyances in caring for personnel enroute overseas from Washington.

b. General Willoughby's Papers

The four foot lockers turned over to the Agency by General Willoughby, formerly G-2 of the Far East Command, were picked up on 8 January in New York City and delivered to the CIA Library in Washington.

2. Supply Division

25X1A6a

a. [REDACTED]

During the period 759 cases weighing 148,000 lbs were packed for shipment. The packing and crating backlog is now 8 days, and is considered normal.

b. Station 1

25X1A5a1

(1) Action taken by [REDACTED] Company to meet personnel shortage has been satisfactory. The existing workload is being accomplished and current deadlines will be met.

(2) Operating

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No Change in Class.	<input type="checkbox"/>
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(2) Operating procedures for [REDACTED] were discussed with representatives of [REDACTED] and the Ordnance on 13 January. All agreed in principle with procedures. However, certain Department Regulations which limit Construction and Maintenance expenditures without reference to [REDACTED] for approval will impede operations and might jeopardize cover unless waiver is obtained from [REDACTED] on this matters. Preliminary inquiries have been initiated with a view to obtaining necessary waivers.

3. Purchase Division

a. Contract Documents

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(2) At the end of the period 105 contract documents with an approximate total money value of \$869,785 were on hand. Their status is as follows:

No Action	9
Pending receipt of more detailed information, clearances, etc.	29
Pending bid openings and awards	5
Negotiations Underway	25
Pending typing, signature and mailing:	
Typing and mailing	17
Signature of contractor	13
Pending final clearance and signature by Contracting Officer	30
	<u>7</u>
	105

b. Requisitions

		Dollar Value
On hand beginning of period	252	
Received during period	177	
Completed during period	189	
On hand end of period	240	\$ 64,139.00
With Action	153	27,338.00
Without Action	<u>87</u>	36,801.00

4. Coordination and Requirements Staff

a. Briefing of DD/P Admin. Personnel

In order to insure a full understanding of PSO activities, Senior Administrative Personnel under DD/P including Area Divisions were briefed on 14 January concerning the Functions, Organization, and Services available in PSO.

b. Survey

Representatives of the Real Estate and Construction Division and Transportation Division left Washington on 14 January for [REDACTED] as members of a Survey Group organized by DD/P Admin. Results of this survey are expected to be available in approximately 60 days.

c. Forecast

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c. Forecast of Requirements

Necessary instructions have been furnished staff and area divisions relative to the submission of fourth quarter revision of materiel requirements.

d. Surplus Materiel

Positive efforts are being made to obtain current lists of surplus materiel so that full advantage may be made of this source of supply.

5. Real Estate and Construction Division

a. Project [REDACTED]

Lease negotiations completed. [REDACTED] will present lease for approval to Armed Services Committee. Chief, F&SO will visit project concerning construction and utilities in near future.

b. Project [REDACTED]

Negotiations with sub-contractor regards claim for extra compensation (\$22,400.40) for ground preparation of [REDACTED] area tentatively scheduled for 21 January 1953. Completion of remaining construction items is scheduled for 26 January 1953.

25X1A2g

25X1C4a

25X1A2g

25X1A

25X1A

JAMES A. GARRISON
Chief of Procurement and Supply

PSO/AKS/mtd - 16 January 1953

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